



AGENDA

October 5-9, 2020

Monday

8:30-9:00	Introduction & Kick-off <i>HR Manager, Diane Sotelo – HR/Employee Engagement & Workforce Development</i>
9:00-9:15	Welcoming & Opening Remarks <i>City Manager, Michael Ortega</i>
9:15-10:15	Keynote – Leadership Awareness Lights the Match <i>Patrick Ibarra, co-founder/partner Mejorando Group</i>
10:15-10:30	Break
10:30-12:15	Supervisor's Helpful Hints for Microsoft Teams <i>HR/Employee Engagement & Workforce Development</i>
1:00-2:00	OEOP Programs & Upcoming Training Overview <i>Rebecca Hill & Will Rivera</i>

Tuesday

8:30-10:15	Regain and Maintain Your Drive - Leading through a Crisis Workshop <i>Dr. Amanda Goodson</i>
10:15-10:30	Break
10:30 -12:15	Telecommuting & Performance Management Module <i>HR Manager, Denise Kendle, HR Manager Sandra Zurbrick & HR Manager, JoAnn Acosta – HR Shared Services</i>
12:15-1:00	Break
1:00 – 2:00	EAP Workshop – Mindful Leadership <i>Samantha Smith, EAP Representative</i>

Wednesday

8:30-10:15	Compensation & Fair Labor Standards Act (FLSA) Module <i>HR Manager, Susana Castillo & HR Manager, AJ Gonzales – HR Shared Services</i>
10:15-10:30	Break
10:30 -12:15	Leaves & Americans with Disability Act (ADA) & Worker's Compensation & Occupational Health Module <i>HR Manager, Sara Hussak, HR Lead Analyst, Antigone Ibrahim & HR Analyst Joanna Villareal – HR/Occupational Health & Leaves</i>
12:15-1:00	Break
1:00 – 2:00	What 'people watching at the mall' can teach you about being the best leader your people have ever had <i>Eric Bailey, President/CEO Bailey Strategic Innovation Group</i>

Thursday

8:30-10:15	Disciplinary Actions & Investigations Module <i>HR Administrator, Ryan Saxby & HR Administrator, Emely Aguino – HR Department</i>
10:15-10:30	Break
10:30 -12:15	Labor Unions & Grievances Module <i>HR Manager, Ashley Tellez & HR Manager, Melisa Ley – HR Department</i>
12:15-1:00	Break
1:00 – 2:00	Kronos Time Management Workshop <i>HR Payroll Manager, Angela Scott & Payroll Supervisor, Chrissie Hancock – HR/Payroll</i>

Friday

8:30-10:15	Safety & COVID 19 Module <i>Safety Manager, Maria Robinson & Safety and Health Loss Control Supervisor, Vince Tracey - Business Services/Safety</i>
10:15-10:45	Break
10:45 -11:00	Closing Remarks <i>City Manager's Office</i>
11:00 – 12:15	Curiosity is the Fuel <i>Patrick Ibarra, co-founder/partner Mejorando Group</i>